

CROYDON LIBRARY SERVICE VOLUNTEER ROLE DESCRIPTION

ROLE TITLE	VOLUNTEER TO ORGANISE A MONTHLY LIBRARY CLUB FOR OLDER PEOPLE
Main Location	Thornton Heath Library Brigstock Road Thornton Heath CR7 7JB
Time	One afternoon a month for two hours plus 3 hours planning time per month. Day and time to be confirmed
Purpose	The library is very well used by older people. During consultation on the new library, some older people expressed a desire for more social activities at the library. The organiser of the club would consult with older people on what they would like the club to offer but it could include talks, demonstrations such as cookery and craft, reading activities such as a Book Group, cards or board games such as Scrabble etc.
Duties	<ul style="list-style-type: none"> • Consult with older people on what they would like from the club • Organise a regular programme of activities, involving group members in the planning • Liaise with library staff • Promote and publicise the club to local community organisations • Organise refreshments
Skills and Experience	<ul style="list-style-type: none"> • Experience of dealing with people and an enjoyment in working with them • Good organisational skills • Good communication skills • Patience and a sympathetic attitude
Requirements	<ul style="list-style-type: none"> • Reliability and the ability to make a regular commitment to the library for a minimum of one year
Training	<p>Before volunteering Croydon Libraries will provide information and support about being a volunteer. It will provide a welcome and induction session together with training for the role.</p> <p>Ongoing Croydon Libraries will provide training and support for the role as it develops, supporting the volunteer in developing new skills to enhance their volunteering role.</p>
Supervisor	Library Manager

Review Date	All volunteers are placed initially on a one month trial basis. Volunteers have regular review meetings with their supervisor.
Equal Opportunities	All volunteers are expected to adhere to Croydon Council's equal opportunity policy in relation to library staff, customers and other volunteers which states: <i>The Council will treat all people with dignity and respect, recognising the value of each individual. The Council is committed to eliminating all forms of discrimination in service delivery and employment on grounds of race, gender, disability, age, sexuality and religion.</i>
Additional Information	Applications to volunteer should be made to: The Library Manager Thornton Heath Library Brigstock Road Thornton Heath CR7 7JB Tel 020 8726 6900 Email: thorntonheath@croydon.gov.uk